



## GSA Federal Acquisition Training Symposium

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# GSA MAS Contractor Team Arrangements and the GSA MAS Program

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**This course is sponsored by the  
GSA Federal Acquisition Service  
in association with the Federal  
Acquisition Institute**



## Learning Objectives

Upon completion of this course, you should be able to:

- Describe the purpose and benefits of the Multiple Awards Schedule (MAS) program
- Describe the role of a Contractor Team Arrangement (CTA) in the MAS program
- Describe processes in establishing and utilizing CTAs





**What is MAS all about?**

## **TOPIC 1: INTRODUCTION TO THE MAS PROGRAM**

## What Is a Multiple Award Schedule?

- Governmentwide contract vehicle for commercial products, services, and solutions
- Also known as “Federal Supply Schedule (FSS)”  
“GSA Schedules” or “MAS”
- Standing solicitations posted on FedBizOpps
- Awarded using FAR Part 12 procedures

## MAS Contract Characteristics

- Multiple Award IDIQ (5 year base, three 5 year options)
- Fixed Price EPA
- Fair and reasonable pricing
  - Price reductions may be applied at the order level.
- Performance requirements established at the order level

## Regulatory Foundation

### The Federal Acquisition Regulation (FAR)

FAR	Provides	Applicability
Subpart 8.4	Ordering procedures for GSA Schedules	Federal Government ordering activities
Part 12	Acquisition of Commercial Items	GSA awards Schedule contracts under Part 12
Subpart 6.102(d)(3)	Defines orders placed against Schedules as a competitive procedure	All



## FAR Parts Not Applicable to Schedules Orders

FAR	Title	Applicable
Part 13	Simplified Acquisition Procedures	NO (except allows for MAS BPAs)
Part 14	Sealed Bidding	NO
Part 15	Contracting by Negotiation	NO
Part 19	Small Business Programs	NO (except Bundling)
Part 36	Construction and A&E	NO



## FAR Parts Applicable to Schedules Orders

FAR	Title	Applicable
Part 7	Acquisition Planning	YES
Part 10	Market Research	YES
Subpart 17.5	Interagency Acquisitions	YES
Subpart 33.1	Protests	YES
Subpart 37.6	Performance Based Acquisition	YES
Part 39	Acquisition of Information Technology	YES



**What can MAS do for  
your organization?**

## **TOPIC 2: BENEFITS OF THE MAS PROGRAM**

# FAR Subpart 8.4 Simplifies the Acquisition Process

In contrast to FAR Part 15, Contracting by Negotiation, Schedule orders do not require:

- Conducting a formal “negotiated procurement” (Source Selection Evaluation Board (SSEB))
- Issuing a “solicitation” for thirty days (or any other pre-determined time)
- Conducting a “competition” by seeking contractors outside the Schedules program
- Synopsizing the requirement on FedBizOpps, unless it's a limited sources acquisition over the SAT
- Conducting “discussions”
- Conducting formal “debriefings” or “competitive range determinations”
- Using FAR Subpart 15.3 concepts and procedures

# GSA Schedules Conform with Competitive Contracting

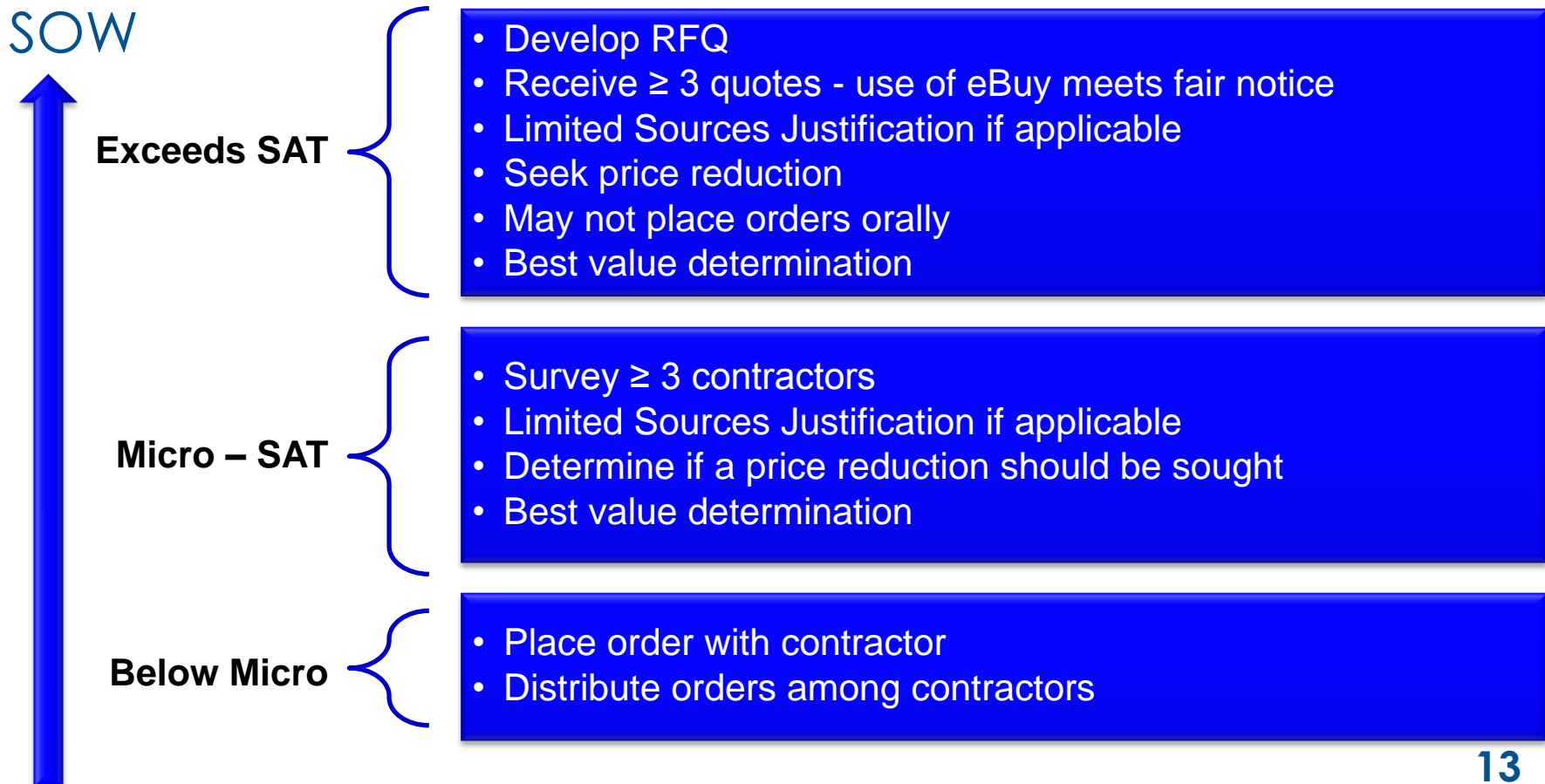
Schedule users shall not:

- ⊘ Seek further competition outside of the MAS program
- ⊘ Synopsise the requirement  
(unless Sole-Source greater than SAT with an LSJ – See 8.404(g))

FAR Subpart 8.404(a)

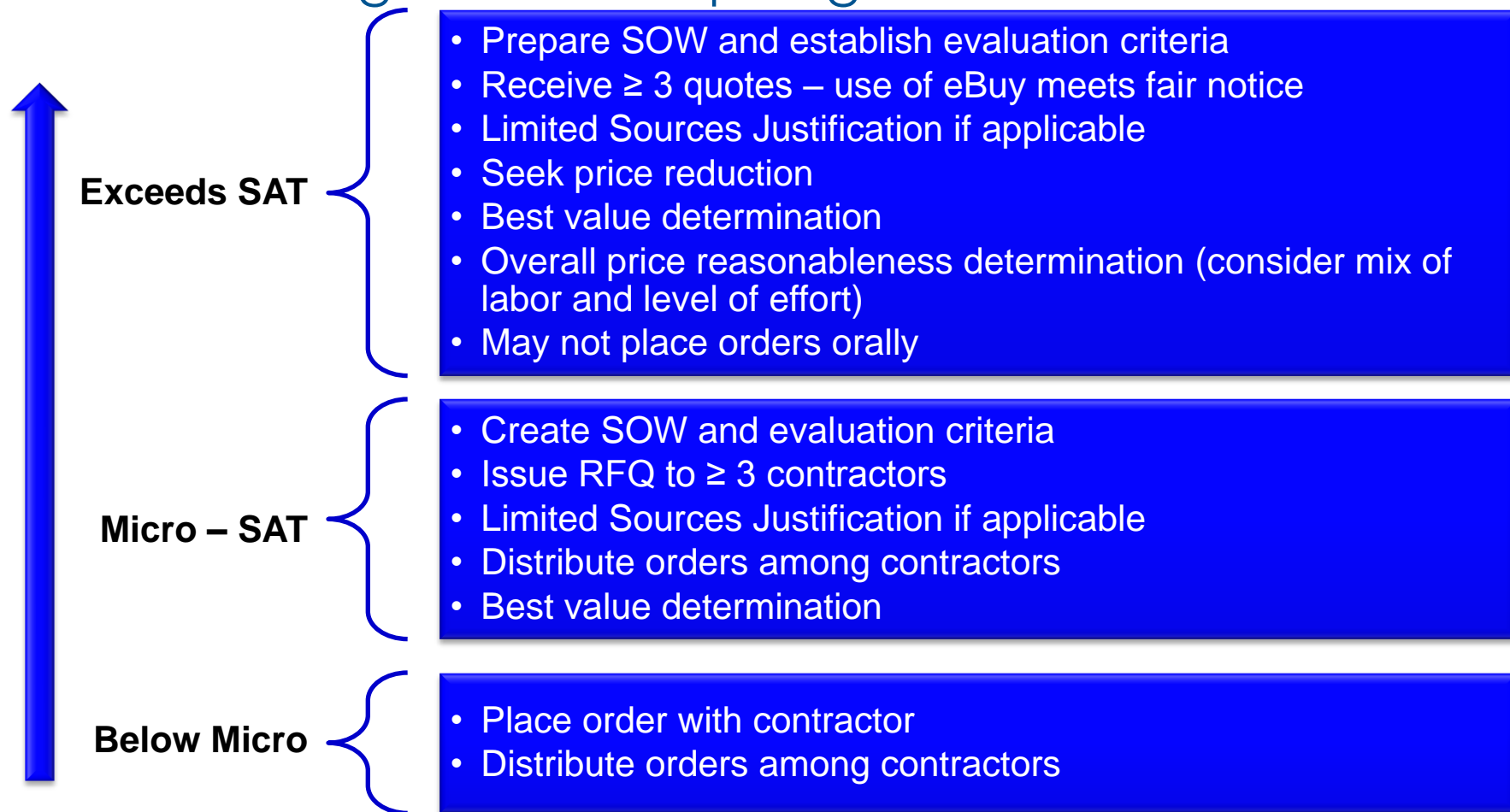
# Ordering Procedures – FAR Subpart 8.405-1

When ordering supplies or fixed-price services w/out SOW



# Ordering Procedures – FAR Subpart 8.405-2

When ordering services requiring an SOW





**What can I buy?**

## **TOPIC 3: TYPES OF SCHEDULES AND CHARACTERISTICS**



## MAS Schedule Facts

Did you know...

- GSA offers over 25 million supplies and services.
- 33 open and standing solicitations published on FedBizOpps (including 9 managed by VA)
- Over 16,000 Schedule contracts
  - 81% are small businesses.
  - Orders and BPAs may be set aside for small businesses.
- \$40+ billion total annual spend (including VA)

## What Services Are Available on Schedule?

- Environmental Services
- Professional Engineering Services
- Logistics Services
- Language Services
- Management and Consulting Services (including Training)
- Temporary Administrative and Professional Services
- Information Technology Services
- Advertising and Marketing Services
- Financial and Business Solutions
- Security Solutions
- Facilities Maintenance
- Disaster Relief

**Note:** For a comprehensive list of services, please visit **GSA eLibrary**.

[www.gsaelibrary.gsa.gov](http://www.gsaelibrary.gsa.gov)



## What Supplies Are Available on Schedule?

- Office Supplies and Equipment
- Tools and Hardware
- Building and Industrial Materials
- Furniture
- Scientific Equipment
- Information Technology Products
- Vehicles and Support Equipment
- Appliances and Food Services
- Law Enforcement, Fire, and Security Products

**Note:** For a comprehensive list of supplies, please visit GSA eLibrary.

[www.gsaelibrary.gsa.gov](http://www.gsaelibrary.gsa.gov)





## What is a CTA?

### TOPIC 4: CONTRACTOR TEAM ARRANGEMENT (CTA) BASICS

## What is a Teaming Arrangement or Joint Venture per FAR 9.6

- A form of “teaming” under the FAR
- Business arrangement whereby the parties agree to develop, for a finite time, a new entity and create new assets by contributing equity
- Key characteristics:
- A separate legal entity (generally a partnership or LLC)
- Includes “members” (Small and Large) with proportionate interests in the entity

## What is a Teaming Arrangement or Joint Venture per FAR 9.6

- A form of “teaming arrangement”
- Business arrangement whereby two or more parties agree to develop, for a specific purpose, a new entity and create new assets, jointly contributing equity
- Key characteristics:
- A separate legal entity (generally a partnership or LLC)
- Includes “members” (partners) with proportionate interests in the entity



## What Is a MAS Contractor Team Arrangement (CTA)?

- A CTA is an arrangement between two or more MAS contractors
- Contractors join together to provide a total solution to meet an agency's requirements
- Contractors complement each other
- Allows contractors to compete for orders for which they may not qualify independently





## CTAs and the Multiple Award Schedules (MAS)

- Orders placed under a MAS CTA are subject to the terms and conditions of each team member's MAS contract
- All members of the team are parties to the contract – Not a Prime/Sub relationship
- Roles and responsibilities are defined by the team
- CTA documentation is crafted by the MAS contractors, not the Government

## Schedule CTA Benefits

Benefits to the Ordering Activity	Benefits to the Contractors
Procures a total solution	Focuses on the supplies/services that best match their resources and strengths
Satisfies socioeconomic procurement goals	Levels the playing field for small businesses
Increases competition	Reduces risk
	Can compete for Schedule orders for which they wouldn't otherwise qualify

**It's a Win-Win Situation!**

# Common Elements of CTA Agreements: Legal Matters



# Common Elements of CTA Agreements: Team Matters

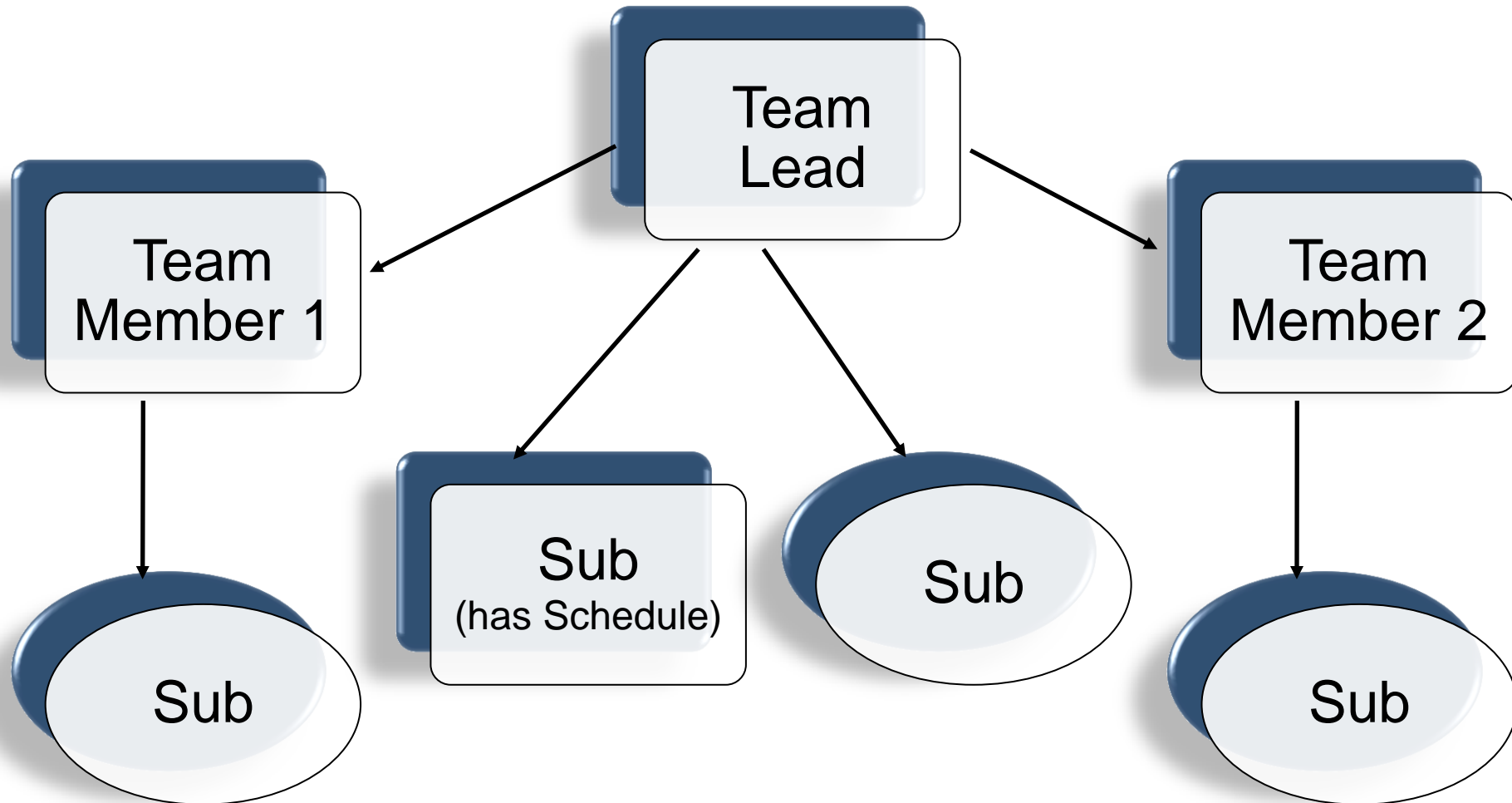




## Common Elements of CTA Agreements: Financial Matters



## MAS Teaming and Subcontracting



## Key Differences between CTA and Subcontractor Arrangements

Key Questions	CTA	Prime/Sub Arrangement
Who must hold the Schedule contract?	Each member	Only prime contractor
Who is considered a party to the task order? (Privity)	Each member	Only prime contractor
Who has ultimate responsibility for contract duties?	Each member	Only prime contractor
What rates can be charged?	Up to the MAS rate for member providing the services	Up to the MAS rate for the prime contractor
What solutions can be provided?	Total solutions, using contractors from different Schedules	Services/supplies identified on the prime contractor's MAS contract





**What is the process for establishing a CTA?**

## **TOPIC 5: ESTABLISHING AND UTILIZING A CTA**

# Teaming With Other GSA Schedule Contractors

To establish a CTA, contractors should review the list of GSA Schedule contractors to find a match; see the GSA e-Library to find approved contractors.

The screenshot shows the GSA eLibrary website. At the top, there's a navigation bar with 'GSA eLibrary' and 'GSA Federal Acquisition Service'. To the right are links for 'Home', 'eBuy - quotes', 'GSA Advantage - online shopping', and 'Help'. The main content area on the left features a 'Welcome!' message, a search bar with a dropdown menu set to 'all the words', and a 'Search' button. Below the search bar is a link to 'View an Alphabetical Listing of available Contractors (a-z)'. On the right side, there are several featured sections: 'Quick Schedule' with a 'Go to' dropdown and a 'Go' button; 'Schedule Contracts' with a description of GSA schedule contracts and links to 'View schedule contracts', 'GSA schedules info', and 'VA schedules info'; 'Technology Contracts' with a description of GSA technology contracts and links to 'View technology contracts' and 'GSA technology contracts info'; and 'State and Local Governments' with a 'Cooperative Purchasing' link. At the bottom left, there's a 'Category Guide' section with a list of categories including Hurricane Response Supplies & Services, Disaster Relief, Furniture & Furnishings, IT Solutions & Electronics, Law Enforcement, Fire, & Security, Recreation & Apparel, Services, Travel & Transportation Solutions, and Wildland Fire & Equipment. To the right of this list are links to Building & Industrial, Fall Supplies & Services, Hospitality, Cleaning, & Chemicals, Laboratory, Scientific, & Medical, Office Solutions, Security Solutions, Tools, Hardware, & Machinery, and Vehicles & Watercraft.

**GSA eLibrary** GSA Federal Acquisition Service

Home eBuy - quotes GSA Advantage - online shopping Help

**Welcome!** GSA eLibrary is your one source for the latest GSA contract award information. GSA offers unparalleled acquisition solutions to meet today's acquisition challenges. GSA's key goal is to deliver excellent acquisition services that provide best value, in terms of cost, quality and service, for federal agencies and taxpayers.

GSA offers a wide range of acquisition services and solutions utilizing a variety of tools, contract vehicles, and services to meet the customer's specific needs including Multiple Award Schedules, Governmentwide Acquisition Contracts, Technology Contracts, and Assisted Acquisition Services. For more information on what GSA has to offer, visit [GSA.gov](http://GSA.gov).

**Search**  in **all the words** **Search**

enter Keywords, Contract Number, Contractor/Mfr Name, Schedule/SIN/GWAC Number

► View an Alphabetical Listing of available Contractors (a-z)

**Quick Schedule**

Go to  **Go**

**Schedule Contracts**

GSA schedule contracts offer direct delivery of millions of state-of-the-art, high-quality commercial supplies and services at volume discount pricing!

► View schedule contracts  
► GSA schedules info ► VA schedules info

**Technology Contracts**

GSA technology contracts cover the whole spectrum of IT solutions, from network services and information assurance to telecommunications and purchase of hardware and software.

► View technology contracts  
► GSA technology contracts info

**State and Local Governments**

**Cooperative Purchasing**  
States and localities can now purchase

**Category Guide**

- Hurricane Response Supplies & Services
- Disaster Relief
- Furniture & Furnishings
- IT Solutions & Electronics
- Law Enforcement, Fire, & Security
- Recreation & Apparel
- Services
- Travel & Transportation Solutions
- Wildland Fire & Equipment
- Building & Industrial
- Fall Supplies & Services
- Hospitality, Cleaning, & Chemicals
- Laboratory, Scientific, & Medical
- Office Solutions
- Security Solutions
- Tools, Hardware, & Machinery
- Vehicles & Watercraft

## Establishing the CTA

- CTAs may be established in advance of any known requirement or after requirements are defined
- The GSA Schedule contractors create the CTA document; the Government does not aid in development or provide samples
- The CTA documentation should be submitted with quotation
- The document should contain the elements identified by GSA; i.e. identify all team members, MAS contract numbers, tasks to be performed, pricing, etc.

## Communication

- CTAs should outline points of contact for each team member (contractor)
- Since Government has privity with all team members, ordering activity may communicate directly with CTA team members
- Communication may be through team lead if desired



# Ordering Activity's Responsibilities

Agencies should review CTAs to:

- Gain an understanding of how the arrangement will work
- Identify any areas of responsibility that may require clarification
- Identify deficiencies in the CTA in order to enhance probability of successful performance
- Verify proposed unit prices or hourly rates against MAS contracts
- Ensure the CTA does not conflict with underlying terms and conditions of the team members' MAS contracts
- Verify that the CTA meets any and all conditions specified in the RFQ
- Identify the team member who is realizing the preponderance of revenue for FPDS reporting purposes
- Identify the perspective revenue from each team member and properly report which has the preponderance of the work/dollars

## CTAs and Reporting

- Team lead generally receives task/delivery orders
  - FPDS-NG reporting – report total order value to contractor performing largest portion of work
- The CTA document should designate who is responsible for invoicing and payment
- Each team member reports its MAS contract sales to GSA and remits the appropriate IFF



## Administration of CTA Orders

Ordering activity administrative actions taken for all MAS orders apply to CTA orders; the ordering activity should:

- Perform inspection and acceptance
- Apply remedies for nonperformance, including termination for cause
- Terminate (if appropriate) for the Government's convenience
- Issue final decisions on disputes arising from performance of the order; dispute cannot relate to MAS contract terms and conditions



## Dealing with Problems/Issues

- Each team member is responsible per the terms and conditions set within their Schedule contract
- The CTA document should identify which team member is responsible at each phase
- The Government has remedies for non-performance IAW FAR 8.406-3 and 8.406-4
  - Inspection and acceptance clause remedies
  - Termination for cause

## Summary

You should now be able to:

- Describe the purpose and benefits of the Multiple Awards Schedule (MAS) program
- Describe the role of a Contractor Team Arrangement (CTA) in the MAS program
- Describe processes in establishing and utilizing CTAs

## Web Resources

- Blanket Purchase Agreements:  
<http://www.gsa.gov/portal/content/199353>
- Sample BPA Format:  
[http://www.gsa.gov/graphics/fas/BPA\\_Sample\\_Format.doc](http://www.gsa.gov/graphics/fas/BPA_Sample_Format.doc)
- Establishment of BPAs: <http://www.gsa.gov/portal/content/199393>
- Ordering from BPAs: <http://www.gsa.gov/portal/content/200429>
- Price Reductions: <http://www.gsa.gov/portal/content/200397>
- Documentation: <http://www.gsa.gov/portal/content/200545>
- BPA Frequently Asked Questions:  
<http://www.gsa.gov/portal/content/200549>



## Additional Web Resources

- MAS Training Student Guides [www.gsa.gov/mastrainingstudentguides](http://www.gsa.gov/mastrainingstudentguides)
- MAS Desk Reference [www.gsa.gov/masdeskreference](http://www.gsa.gov/masdeskreference)
- Multiple Award Schedules [www.gsa.gov/schedules](http://www.gsa.gov/schedules)
- eLibrary [www.gsaelibrary.gsa.gov](http://www.gsaelibrary.gsa.gov)
- GSA Advantage! [www.gsaadvantage.gov](http://www.gsaadvantage.gov)
- eBuy [www.ebuy.gsa.gov](http://www.ebuy.gsa.gov)
- MAS News [www.gsa.gov/masnews](http://www.gsa.gov/masnews)
- Federal Acquisition Regulation (FAR) [www.acquisition.gov/far](http://www.acquisition.gov/far)



## Webinars and Online Training

- Monthly Webinars sponsored by the MAS Program Office <http://www.gsa.gov/masnews>
- Training Videos - <http://www.gsa.gov/portal/content/210517>
- Continuous Learning Modules
  - Federal Acquisition Institute
  - Defense Acquisition University
    - <http://icatalog.dau.mil/> Search for continuous learning modules with FAC prefix



## MAS Desk Reference



## MAS Desk Reference

Online at  
[www.gsa.gov/masdeskreference](http://www.gsa.gov/masdeskreference)

Hard copy available  
through CMLS  
[www.gsa.gov/cmls](http://www.gsa.gov/cmls)



